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# RULES AND REGULATIONS

## OF THE

# STATE SCHOOL BOOK COMMISSION

Approved March 9, 1955



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STATE SCHOOL BOOK COMMISSION  
J. D. Robison, Director  
COLUMBIA, SOUTH CAROLINA

**STATE SCHOOL BOOK COMMISSION  
OF SOUTH CAROLINA**

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Director and Executive Secretary, Columbia, S. C.

School Book Commission, State

**ADOPTED BY THE SOUTH CAROLINA STATE  
SCHOOL BOOK COMMISSION**

Pursuant to § 21-479, S. C. Code of 1952

(Filed Secretary of State's Office March 15, 1955)

**Rules and Regulations to replace Rules and Regulations  
of April 21, 1937 and July 27, 1939**

**ARTICLE I—BOOKS**

SECTION 1. *Adopted Books.*—The State School Book Commission shall provide for use in the public schools only such books as are regularly adopted by the State Board of Education and duly contracted for with the Publishers.

SECTION 2. *Property of the State.*—All books issued to schools and depositories by the State School Book Commission shall be the property of the State. Rental paid to the Commission shall not be considered as a payment toward the purchase of books, except as provided in Article IV, Section 4, in regard to damaged or lost books.

SECTION 3. *Consigned to Schools and Depositories.*—Books issued to schools and depositories shall be consigned to them by the Commission for a minimum period of three years. Each title must be used three years before a change can be made. (State Board of Education Ruling.)

SECTION 4. *Workbooks and Paper Bound Books.*—Workbooks, paper bound books and such other books that, in the judgment of the Commission, are not sufficiently durable to withstand use for more than one year shall not be provided on a rental basis. Such books shall be sold outright to <sup>schools</sup> pupils at the contract retail price less 10 per cent if books are paid for within 60 days from opening of school or date of invoice (whichever is later).

**ARTICLE II—DISTRIBUTION**

SECTION 1. *Central Textbook Depository* (State Depository).—All books shall be secured from Publishers and distributed by the State School Book Commission through the Central Textbook De-



pository, as required by contract between the State Board of Education and the Publishers.

SECTION 2. *Distribution to Schools.*—The County Board of Education of each county, with the agreement of the Commission, shall determine the system of distribution within each county. The system agreed upon shall determine the agency from which the individual schools of the county shall secure their books.

- (a) County Depositories: A county Depository may be established through which all books in the county may be distributed. Such Depository may, however, supply books to only those districts desiring to secure them from the Depository. This shall be determined by the County Board and the Trustees of the several districts.
- (b) District Depositories: The Board of Trustees may establish a district depository through which all books in the district may be distributed. The district depository may secure books directly from the School Book Commission.
- (c) School Depositories: The Board of Trustees may authorize schools within the district to act as depositories. Books may be secured directly from the School Book Commission.

### **ARTICLE III—CUSTODIANS AND RESPONSIBILITIES**

SECTION 1. *County Depository.*—The County Board of Education shall be the legal Custodian of all books requisitioned by the County Depository. The Board shall be responsible for all books issued by the Depository to the individual districts regularly operating under the Depository.

SECTION 2. *District Depositories.*—The Board of Trustees of each District and School Depositories shall be the legal custodians of all books issued to the schools within the district. It shall be responsible to the source from which books were secured.

SECTION 3. *Administration.*—County Boards of Education and Boards of Trustees may appoint such agents as they deem necessary in the discharge of their duties. Such appointment shall not relieve the County Board or Trustees of their legal responsibilities.

## ARTICLE IV—PRICES

SECTION 1. *Rental Prices.*—Books shall be rented to pupils for the entire school year for one-third of the contract retail price except that all Readers shall be rented for one-fourth of the contract price.

SECTION 2. *Sale of Books.*—Only new books that have not previously been rented may be sold to pupils. Such sales shall be at contract retail prices. Used books may be sold only in case of unreasonable abuse or damage, as provided in Article IV, Section 4.

SECTION 3. *Prices Listed on Forms.*—All record forms furnished by the Commission shall show the contract retail price and yearly rental price of books listed thereon.

SECTION 4. *Lost Books.*—Parents or guardians shall be required to pay for books lost and the pupil and parent(s) and/or guardian(s) shall be denied further benefits of the South Carolina Rental Text-book Law until this requirement is fully complied with. The following schedule shall be followed in determining amounts to be charged for lost books:

- (a) For books issued to a pupil: The remaining balance between the cost of the book and the amount of rental previously paid but, a minimum charge of 25%, irrespective of the number of years the book has been used, will be collected.
- (b) If the length of service of books can not be determined, an average price, based on actual value of books in the state, will be assessed.
- (c) Books destroyed by fire in school buildings or private homes will be replaced free, provided official of the school shall furnish a certified list of books destroyed.

SECTION 5. *Damaged Books.*—Parents and/or guardians shall be required to pay a fine for books damaged or in any way abused beyond reasonable wear and tear. The amount to be charged in such cases shall be determined by the agent in charge of books and shall in no case exceed the amount of charge applicable had the books been lost, provided that the pupil may have the option of paying the fine or purchasing the book according to the schedule in Section 4, above.

SECTION 6. *Deposits on Books.*—No Board or agent thereof shall be allowed to require a pupil to make a money deposit to secure the return of books.



SECTION 7. *Rental Must be Paid in Advance.*—No book shall be issued to a pupil until the rental fee has been paid in full.

SECTION 8. *Price Changes.*—The Director of the School Book Commission shall notify all schools and depositories of changes in contract retail and/or rental prices.

## ARTICLE V—REQUISITIONING BOOKS

SECTION 1. *Time for Requisitioning.*—At the close of school each year, or as soon thereafter as possible, the Board or it's agent shall determine the number of additional copies needed for the approaching year. Consideration shall be given to the number of usable copies already on hand, anticipated enrollment for the coming year, and such other factors as would increase or decrease the number of books rented. As soon as this has been determined, the agent shall immediately make requisition to the School Book Commission.

SECTION 2. *Requisitioning from School Book Commission.*—All requisitions made to the School Book Commission shall be on regular requisition forms supplied by the Commission and shall be approved by the County Superintendent of Education before being forwarded to the Commission.

SECTION 3. *Accounts Must Be Settled.*—No requisition for additional books shall be approved for any Depository until the Depository has settled in full with the Commission all prior year's indebtedness and submitted such reports as may be required by the Director of the School Book Commission at the close of school. Books being replaced by newly adopted books must be returned before any new books can be shipped. (See Article I, Section 3.)

## ARTICLE VI—SURPLUS BOOKS

SECTION 1. *Definition.*—Surplus books are such books as may be in the possession of a school or Depository that have not been used during the school year and definitely will not be used thereafter. Surplus books may include such classifications as: (1) worn-out worthless books, (2) books that have been replaced by more recent adoptions, (3) good, usable books on hand in excess of normal requirements.

SECTION 2. *Return Surplus.*—Surplus books should be returned to the agency from which the school or Depository secures it's books. Proper credit shall be issued to the agent returning such books.

SECTION 3. *When to Return Books.*—Surplus books shall be returned, as provided in Section 2, as soon after the opening of school each year as the agent can determine that a surplus is on hand. Worn-out books shall be returned each year at the close of school.

SECTION 4. *List Books Returned.*—Agents returning books shall list them on forms supplied by the Commission and shall follow the instructions printed thereon in regard to packing, labeling, method of shipment, etc.

SECTION 5. *No Local Disposition.*—No Depository may dispose of books, whether worn-out or otherwise, except upon specific authorization of the Director of the School Book Commission.

SECTION 6. *Imperfect Books.*—Imperfect books shall be returned to the agency from which received, and exchanged for good books or credit, as may be desired by the agency returning such books.

## ARTICLE VII—CARE OF BOOKS

SECTION 1. *Responsible Parties.*—The County Board of Education and/or Board of Trustees shall be responsible for the proper care of books issued to their Depository.

SECTION 2. *Inspection.*—Books shall be subject at any time to inspection by authorized agents of the County Board of Education, Board of Trustees, or the State School Book Commission. It shall be the duty of each teacher to frequently inspect the books issued to her pupils and to encourage the proper care and handling of books.

SECTION 3. *Reports.*—All parties responsible for books shall make such reports to the Director of the School Book Commission as the Director may, from time to time, require relative to the Condition of books.

SECTION 4. *Book Covers.*—All books shall be covered with book covers furnished by the School Book Commission, as long as such covers are available from the Commission. Covers shall be furnished by the Commission without charge for use on state-owned textbooks, only.



SECTION 5. *Stamping Books.*—When books are issued to pupils, *but not before*, they shall be stamped “Property of South Carolina, Year . . . , No. . . .” on the inside of the back binding and also at the top of page 30. Rubber stamps for this purpose shall be furnished by the Commission. It is important that new books shall not be stamped until issued to pupils.

SECTION 6. *Identification.*—The names of pupils or teachers shall be written on the covers of books. Schools and Depositories may in addition use a suitable numbering system or other means of identification, provided that such will not impair handling books should they be transferred for use elsewhere.

SECTION 7. *Marking.*—Pupils shall not mark books, paste labels in them, or in any way force the bindings. See Article IV, Section 4, for penalties for any loss, abuse or damage beyond reasonable wear and tear.

SECTION 8. *Storage.*—County Boards of Education and Boards of Trustees shall provide secure places for the storage of books for such time as they are not rented to pupils. Places of storage should be clean, dry, well arranged and free of rats and insects. If such space is not available, schools operating under a Depository may return their books to the Depository and be receipted therefor. *Care must be taken to see that books do not mold while in storage.*

SECTION 9. *Books Handled by Children with Contagious Diseases.*—Books handled by children suffering from contagious diseases, such as scarlet fever, diphtheria, etc. shall be burned by the local agent, provided such destruction has been recommended by the physician attending the child. The local agent shall provide the Director of the School Book Commission with a list of the books and a statement in writing from the physician recommending destruction of the books. The account of the school shall be given credit by the School Book Commission.

## ARTICLE VIII—RECORDS

SECTION 1. *General.*—All parties responsible for books shall keep an accurate record of the number of books received and returned. This record shall show at all times the number of books for which the school or Depository is responsible. Each school or Depository shall also keep an accurate record of rental and other fees collected



from pupils and the amount of such funds remitted to the proper authority.

SECTION 2. *Invoicing of Textbooks.*—Rental Units securing books directly from the School Book Commission shall order books as provided in Article V, Section 2. Each shipment of books shall be accompanied by an invoice executed in triplicate. The original copy shall be sent to the School Book Commission, the second copy retained by the Central Depository and the third copy sent to the Depository requisitioning books. Upon receipt of the shipment, the Depository agent shall check the number of books received against the invoice covering the shipment. If errors are found between the number of books received and the number of books invoiced, an immediate report of discrepancies should be made to the Commission. The third copy shall be kept by the Depository for its files.

SECTION 3. *Transfer of Books.*—Each transfer of books from one rental unit to another shall be accompanied by an invoice which shall show the name of the school or Depository transferring the books, the name of the school or Depository receiving them and the number of each title transferred. Such invoice shall be executed in duplicate and signed by both the delivering and receiving agents. The original shall be retained by the party delivering books and the duplicate by the party receiving the books.

SECTION 4. *Distribution Within the School.*—In each school, books may be distributed directly to the pupils from a central book room, or delivered from the book room to each teacher for re-issue to the pupils in her room. *All used books* of each title shall be issued before any new books of the same title are issued. The Commission shall provide forms for recording books issued by the agent to each teacher, if such a system is used.

SECTION 5. *Issued to Pupils.*—A record shall be kept for all of the books issued to each pupil during the year and shall be kept on forms provided for this purpose by the Commission. Such forms shall include all information considered necessary.

SECTION 6. *Books Returned by Pupils.*—Books shall be turned in by the pupils at the close of school each year, or when the pupil withdraws from school. Books completed before the end of the year shall be turned in when completed. Books turned in before the end of the school year shall be kept separated from books not used during the current school year.

SECTION 7. *Funds*.—Rental and other collections of funds from pupils shall be remitted to the agency from which books are secured at the end of the second month, fifth month and at the end of school. Proper receipt shall be issued by the receiving agent to the agent remitting. Depositories shall keep such records as will show the amount of collections from each of the districts operating under them. Textbook custodians are warned not to keep funds collected from rentals in insecure places. The School Book Commission is not responsible for lost or stolen money.

SECTION 8. *Reports*.—Boards or their agents shall promptly furnish the Director of the School Book Commission such reports as he may, from time to time, consider necessary.

SECTION 9. *Transfer Pupils*.—A pupil transferring from one school to another in the State Rental System shall return his books to the agent of the school he is leaving. The agent shall properly receipt the pupil for the return of his books and, in addition, give him a "Pupil's Transfer Slip" indicating thereon the amount of rental paid by that pupil in his school. (No paper bound material shall be included in this amount.) This transfer slip, when presented at the second school, shall entitle the pupil, without charge, to books with a rental value of the amount shown on the slip. (Transfer credits cannot be used in payment for paper bound material.) If the rental on books issued at the second school exceeds the credit value of the slip, the pupil shall pay the difference. No refund shall be made, however, if the entire credit value of the slip is not used at the second school. Transfer Slips from any public school system in the state are acceptable. The agent of the second school shall submit the transfer slip to the same authority to whom his rental collections are remitted for the credit of his account.

SECTION 10. *Rental Refunds*.—A pupil moving out of the state, or to another school, within the state not connected with the State Rental System, shall be entitled to a refund of one-half of the rentals paid during the year, provided he leaves school before the second semester begins, or before February 1st, if the school does not operate on the semester plan. Such refunds shall be made by the Director of the School Book Commission and not by the local school or Depository agent. The agent of the school shall certify to the Director the amount of rental paid by the pupil and the date of his withdrawal from school.



## ARTICLE IX—LIBRARY BOOKS

SECTION 1. *Ordering Library Books.*—Schools, ordering Library books through the School Book Commission, shall use the order blanks provided by the School Book Commission. The order shall be made *in duplicate* and all information, indicated on order blank, shall be furnished. If all information is not furnished, the order will be returned to the sender.

SECTION 2. *Selection of Library Books.*—No library books, that do not appear on the library lists prepared by the State Library Committee, can be shipped by the School Book Commission.

SECTION 3. *Payment.*—Payment for library books may be made as follows:

- (a) Cash with order.
- (b) Cash on demand after books are delivered.
- (c) Three payment plan:  $\frac{1}{3}$  cash with order,  $\frac{1}{3}$  at the end of the first year, and  $\frac{1}{3}$  at the end of second year. A charge of  $3\frac{1}{2}\%$  interest shall be paid on unpaid balance. When the three payment plan is used, the trustees and County Superintendent of Education must sign the special order blank furnished by the School Book Commission.
- (d) If payment is not made by the first day of July, immediately following receipt of library books, no further shipment of library books or textbooks will be approved until payment is made.

## ARTICLE X—COMPLAINTS AND INTERPRETATION

SECTION 1. *Complaints.*—Complaints in regard to the textbook and library book service shall be made to the Director of the School Book Commission.

SECTION 2. *Interpretation.*—The State School Book Commission shall interpret these regulations both as to the meanings of words and substance of thought, and shall make changes or additions from time to time as conditions may warrant.